

Self-Service HR: *My Biz* and *My Workplace*

June 2009





Introduction

DoD introduces Self-Service HR functionality within the Defense Civilian Personnel Data System (DCPDS) through two easy-to-use modules:

My Biz and My Workplace



Key Features

Available to employees, these Self-Service HR modules will allow:

- Secure, real-time, on-line access to key personnel information from your workstation, anytime
- Employees to view personnel information
- Employees to update personal information
- Managers and Supervisors to view personnel information about their staff



Welcome to...





My Biz

My Biz is a web-based Self-Service HR module that grants access to your official personnel information.

***My Biz* allows you to:**

- View your personnel information 24/7 from your workstation
- Update specific fields of personal information



Review Your Personnel Information

My Biz allows you to view information related to your employment and verify its accuracy.

- Appointment
- Position
- Personal
- Salary
- Benefits
- Awards and Bonuses
- Performance



Update My Information

My Biz allows you to update certain personal information that may change from time to time.

- Emergency Contacts
- Email Address
- Disability Codes
- Race and National Origin (Ethnicity and Race Identification)
- Foreign Language Proficiency

Keeping this information up-to-date and accurate is important. You have a secure, real-time, on-line way to maintain your information easily.



Get Started

Insert CAC card and go to:

<https://compo.dcpds.cpms.osd.mil/>

- Click CAC Registration
- Highlight DOD CA-15, click OK
- Enter Social Security Number (SSN) with dashes
- Click Register
- Enter Pin (if prompted)
- Enter SSN with Dashes as Username
- Click Submit
- Check “Do not show again box” in top center



Access *My Biz*

Once you log-on to the system, you will be prompted to select a responsibility. As an employee, you will select *My Biz*.

***My Biz* Home Page**

- My Information
- Update My Information
- Performance Appraisal Application (PAA)

Access My Biz



Department of Defense

[ICE MyBiz](#) [ICE PAA V3](#) [Logout](#) [Preferences](#) [Oracle Help](#)

Navigator

911 NGB OKHRO00037
My Biz
OK CIVDOD PAYROLL REGENERATION
PER OKHRO00037
VSB RPT OKHRO00037

My Biz

My Information
Update My Information
Performance Appraisal Application (PAA)

Favorites

Edit Favorites

Here is the **My Biz** responsibility.

The functions available to the employee user are provided in the middle area. There will be 3 current functions available to the user once the performance management module is deployed.

My Information contains the employee's information

Update My Information is the function used to update email address as well as emergency contact information.

PAA can be accessed starting October 1, 2009 (proposed date) to access the performance management program.



Access Your Information

Selecting **My Information** from the *My Biz* Home Page will allow you to view your information

- Secure, real-time, on-line access to your official personnel information
- Tabs provide further details on the following:
 - Appointment
 - Position
 - Personal
 - Salary
 - Benefits
 - Awards and Bonuses
 - Performance

Access Your Information



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Plumadore, Carmelo CPMS W

GENERAL INFO: The information is current as of today's date.

Organization **AF AUDIT AGENCY**
AF06WE06FYZC01
Position **57367.SUPERVISORY**
AUDITOR.575234.AF06.APPR
Total Salary **115,116.00 USD**

Job Title **Auditing (0511)**

Grade **GM-14**

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
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Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

[Previous](#) 1-1 [Next](#) 1 [Close](#)

Details	Effective Date	Job	Grade	Step or Rate
Show	08-Jan-2006	Auditing (0511)	GM-14	00

Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion Step
No data exists.							

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
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From this page, the user can navigate to the other tabs and see various pieces of information relative to the tab selected.

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Update Your Information

Selecting **Update My Information** from the *My Biz* Home Page permits you to update certain personal information.

- Emergency Contacts
- Email Address (@.mil emails only)
- Disability Codes
- Race and National Origin (Ethnicity and Race Identification)
- Foreign Language Proficiency



Update Your Information

Employee

Employee Name **Vermillion, Lena Janean**
Work Email Address **lena.j.vermillion@us.army.mil**

Profile

Handicap Code

Language Information

US Fed Ethnicity and Race Category

My Profile

Security Question and Change Password Info

Update/Review Security Question

Change Password

Work Email Address

☒ **TIP** Please enter your Work Email Address only and select the Update button to save.

Work Email Address **lena.j.vermillion@us.army.mil**

Update

Employee Phone Number

☒ **TIP** To enter a new Type phone number, select the Add button. To update an existing phone number, select the Trashcan next to the record.

Add

Type

No data found

Nun

This is a screen shot of the **Update My Information** page where the user is able to update his/her information.

The user can update email address, disability code, foreign language proficiency, ethnicity and race identification, and emergency contact information.

Favorites



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Navigator

911 NGB OKHRO00037
[My Biz](#)
OK CIVDOD PAYROLL REGENERATION
PER OKHRO00037
VSB RPT OKHRO00037

My Biz

[My Information](#)
[Update My Information](#)
[Performance Appraisal Application \(PAA\)](#)

Favorites

[Edit Favorites](#)

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)



Interactive Customer Evaluation
(ICE) replaces My Biz Suggestions

Common Access Card (CAC) Login Information

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

- [CPMS Homepage](#)
- [Federal Employees Dental and Vision Insurance Program](#)
- [Federal Long Term Care Insurance Program](#)
- [Flexible Spending Account](#)
- [MyPay](#)
- [OPM Health Benefits Homepage](#)
- [OPM Homepage](#)
- [OPM Life Insurance Homepage](#)
- [OPM Retirement Homepage](#)
- [TSP Homepage](#)
- [USA Jobs](#)

The area identified as **Favorites** is created for all new *My Biz* accounts and contains approximately eleven links to websites of importance to the employee. For example, we have provided links to the TSP Home page and the Retirement Home page for CSRS or FERS. As we add new information, a new link will be added to this area providing navigation information for the employees. Also, you may edit your favorites by pushing the **Edit Favorites** button.

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Welcome to...



MY WORKPLACE

SELF SERVICE HR

MY PERSONNEL INFORMATION



My Workplace

My Workplace is a web-based Self-Service HR module that allows managers and supervisors access to information about their staff members.

My Workplace allows you to:

- View your employees' personnel information 24/7 from your workstation
- Print employee's Emergency Contact information
- Receive Trial Probationary Completion notices



My Workplace

Once you log-on to the system, you will be prompted to select a responsibility. As a manager or supervisor, you will select *My Workplace*.

My Workplace Home Page

- All Actions Awaiting Your Attention
- My Employee Information



My Workplace



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Navigator

- 911 NGB OKHRO00039
- My Biz
- My Workplace**
- OK CIVDOD PAYROLL REGENERATION
- PER OKHRO00039
- VSB RPT OKHRO00039

My Workplace

- All Actions Awaiting Your Attention
- Performance Appraisal Application (PAA)
- My Employee Information
- Update My Information
- Suspenses
- Apply Action(s) to Multiple Employees (PAA)
- Manage PAA Trusted Agent Authorization

NSPS Performance Management Reports

- View/Print Performance Management Reports
- View Previous Requests

Favorites

Edit Favorites

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)



Interactive Customer Evaluation
(ICE) replaces My Biz Suggestions

[Common Access Card \(CAC\) Login Information](#)

This screen depicts the *My Workplace* responsibility and the functions found within. Note the differences in the *My Workplace* functions as opposed to the *My Biz* functions. This is the area the manager/supervisor is expected to come to in order to process any work-related issues applicable to his/her employees.

The **My Employee Information** function is where the manager/supervisor will view employees' records.

The **Performance Appraisal Application** function is the door to the appraisal module the manager/supervisor will use to rate employees (proposed effective date of October 1, 2019).

The **Suspenses** function is where you may access the Trial Probationary Completion notification.

My Workplace



Department of Defense

My Employee Information

The manager/supervisor is identified and beneath his/her name are the employees he/she supervises. If one of these employees is a supervisor, there would be a similar symbol (circled in red) beside their name. The manager/supervisor identified below would be able to open those employee records as well.

Appointment Position Personal Salary Awards and Bonuses Performance									
Focus Name	Position	Organization	Grade	Job	Assignment Status	Assignment Start Date	Assignment End Date		
 Carmelo CPMS Plumadore									
Casey Colwell	47038.AUDITOR.457970.AF06.APPR	AF AUDIT AGENCY AF06WE06FYZC01	GS-13	Auditing (0511)	Active Appointment	11-Jan-2004			
Chad Minnehan	47038.AUDITOR.426620.AF06.APPR	AF AUDIT AGENCY AF06WE06FYZC01	GS-12	Auditing (0511)	Active Appointment	18-Sep-2005			
Elden Chrisley	47038.AUDITOR.420339.AF06.APPR	AF AUDIT AGENCY AF06WE06FYZC01	GS-13	Auditing (0511)	Active Appointment	26-Jun-2005			
Richie Sulcer	47038.AUDITOR.436837.AF06.APPR	AF AUDIT AGENCY AF06WE06FYZC01	GS-13	Auditing (0511)	Active Appointment	04-Apr-2004			
Shanell Marke	47038.AUDITOR.424619.AF06.APPR	AF AUDIT AGENCY AF06WE06FYZC01	GS-13	Auditing (0511)	Active Appointment	23-Jan-2005			

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Overview

My Biz

- All employees
- Update employee information
- View employee information

My Workplace

- Supervisors only
- View employee's record
- Receive Trial Probation Completion notices



More Information

**Contacts for more information about access to
My Biz and *My Workplace*:**

Mr. Jack Frisby (405) 228-5661

Jack.frisby@ng.army.mil

CPT Mande Anderson (405) 228-5527

Mandee.Barbee@ng.army.mil

SGT Lena J. Vermillion (405) 228-5297

Lena.j.vermillion@ng.army.mil